

## Victim Housing Services Internship

*Location: Waterloo Office*

**Reports to:** Victim Housing Support Specialist

**Dates/ Hours Anticipated:** 20-30 Hours/ Week

**Status:** Unpaid Internship



### Summary:

Victim Housing Services Interns will work closely with the Victim Housing Support Specialist providing case management and outreach service to all victims who utilize emergency shelter and housing services.

### What You Will Do:

- Support the efforts of victims in navigating safe shelter and housing options among other resources
- Assist in operations at Friends House shelter as needed
- Deliver housing-focused victim advocacy services to survivors both in and looking to access the program
- Travel throughout FOF service area to provide in-person, in-home/ hotel advocacy services, as well as to other location within the state
- Participate in on-call rotation to provide adequate support and staff to shelter programming
- Comply with data tracking and documentation requirements
- Complete program data documentation and assist with occasional audits
- Represent FOF at community and other program development meetings as requested

### Internship Requirements:

- Demonstrate FOF's 5 core values: People First, Discover & Do, Equity and Inclusion, Grit
- Believe in our 10-year vision: Everyone Has a Home
- Respect the confidentiality of clients receiving services through FOF and donors
- Exhibit a belief in non-violence and willingness to advocate on behalf of populations affected by domestic violence, sexual assault, human trafficking or other violent crimes and homelessness in a non-discriminating manner
- Ability to pass a criminal background check
- Ability to complete Victim Counselor Training, Empower DB training, Confidentiality, Housing First Trainings

### Internship Qualifications:

- Recommended for students looking to complete a 300-400 hour internship
- Attending college for a degree in Family Services, Social Work, Counseling, Psychology, Communication, Education, Human Services, or another related field.
- Ability to complete the required university service hours during normal office hours (M-F 8-4:30)

**For more information, please email the Volunteer Manager, Madison Gaffney, at [madison@fofia.org](mailto:madison@fofia.org) with the subject line ' Victim Housing Service Internship.'**